



Understanding the College Board Accommodations Process

January 2017



Session Goals

- + Provide information about the College Board accommodations request process.
- + Review guidelines for documentation requests.
- + Provide an overview of the SSD Online system.
- + Respond to questions.

SSD Coordinator

- **Services for Students with Disabilities (SSD) Coordinator** is responsible for:
 - Being the school's liaison with the College Board's Services for Students with Disabilities office.
 - Submitting accommodation requests for students with demonstrated needs.
 - Responsible for all aspects of testing at the school for students with accommodations who appear on the Non-standard Administration Roster (NAR).
 - Schools will identify a primary SSD Coordinator.
 - Ensure all test day staff are appropriately trained to ensure associate supervisor(s) are prepared.

College Board Services for Students with Disabilities (SSD)

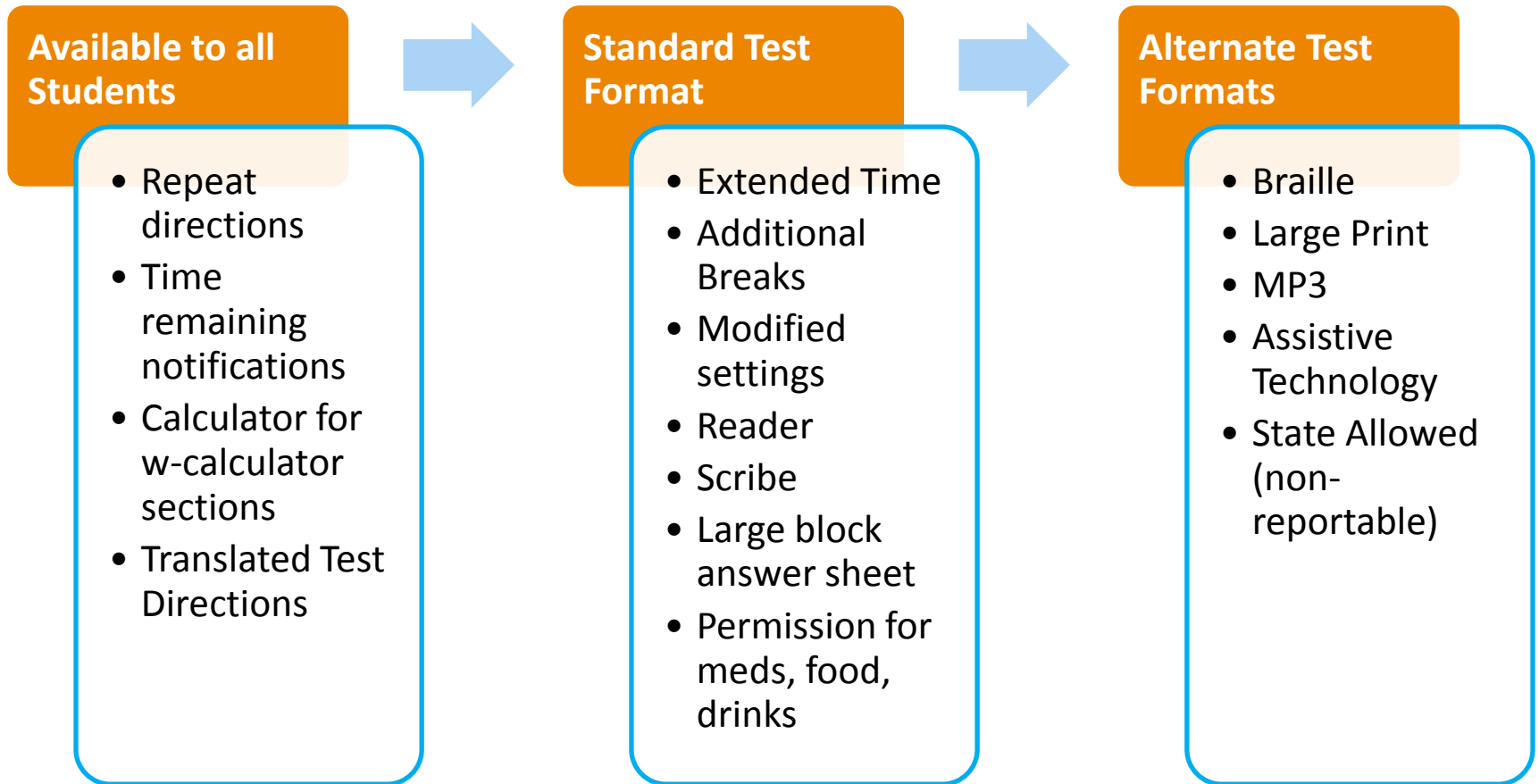
The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need, and will **consider all requests** to ensure that we measure students' academic abilities, regardless of their disabilities.

- + College Board SSD reviews requests for accommodations for students with documented disabilities taking PSAT/NMSQT, SAT® and other CB assessments.
- + Once approved for accommodations, with limited exceptions, student remains approved for all College Board tests.
- + There is **no set “list”** of accommodations: We receive, and approve, requests for new types of accommodations on a regular basis.
- + College Board requires that a student have a documented disability, however there are **no set documentation** requirements. We will review any documentation that is provided.
- + Accommodations required for CB tests may differ from those needed in school
- + We encourage schools to work with the parents – The request process is most efficient when the school submits a request online, has all available documentation, and when parent is aware of what accommodations are being requested.

Accommodations – New for April 2017

- + SSD Online system improvements released in October. Additional enhancements to the school verification process planned for January 2017.
- + Testing window for students that appear on the NAR.
- + New Braille Format – UEB format will be shipped with EBAE format
- + Translated Test Directions for English Language Learners
 - Scores will be college and scholarship reportable
 - NO accommodation request required
 - Printed versions of the test directions will be downloadable for educators to distribute to students on test day as needed.
 - Arabic, Haitian-Creole, Mandarin, Portuguese, Polish, Russian, Spanish, and Vietnamese
 - Schools can also provide translated test directions with approved district/school translators for languages other than these 8 and will also be college reportable.

Supports & Accommodations



Accommodations

- + All accommodations requests will be submitted through our SSD Online system. There are two types:
 - College Board Accommodations: Students with approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
 - State Allowed Accommodations (SAA): These are state-specific accommodations defined by Maine DOE (formerly called “MPO”). Students, schools, and the state will receive scores, however the scores are not valid for college admission.
 - These accommodations apply to state testing only and are requested for each state administration.

Accessing SSD Online

- + SSD Coordinators from other College Board testing will already have access to SSD Online.
- + Once any new SSD Coordinator(s) are identified they should request access to the SSD Online system.
- + To access the system, the SSD Coordinator will need to:
 - Have a College Board Professional Account
 - Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd
 - Receive an access code to link your SSD Online access to your College Board professional account (First time only). May take 1-2 days to receive the access code.
 - A school may have multiple SSD Coordinators.

College Board Accommodations

College Board Accommodations

- + Who is Eligible?
 - Student must have a documented **disability**
 - **Functional impact** needs to be demonstrated. The presence of a disability does not necessarily mean student needs testing accommodations. Student's needs on a test, such as the SAT, may differ from their needs in school.
 - Must **show need** for the specific accommodation being requested

What is the Application Process?

- + **Online request process** - Log in at any time to see status of students' request or to print a list of approved students. Go to: www.collegeboard.org/ssdonline

CollegeBoard My Account | Logout
Services for Students with Disabilities

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

22 Students 25 per page [Previous] [Next] [Create Eligibility Roster](#) [Submit Accommodations Request](#)

[Create Nonstandard Administration Report >](#)
[How to complete NARs >](#)

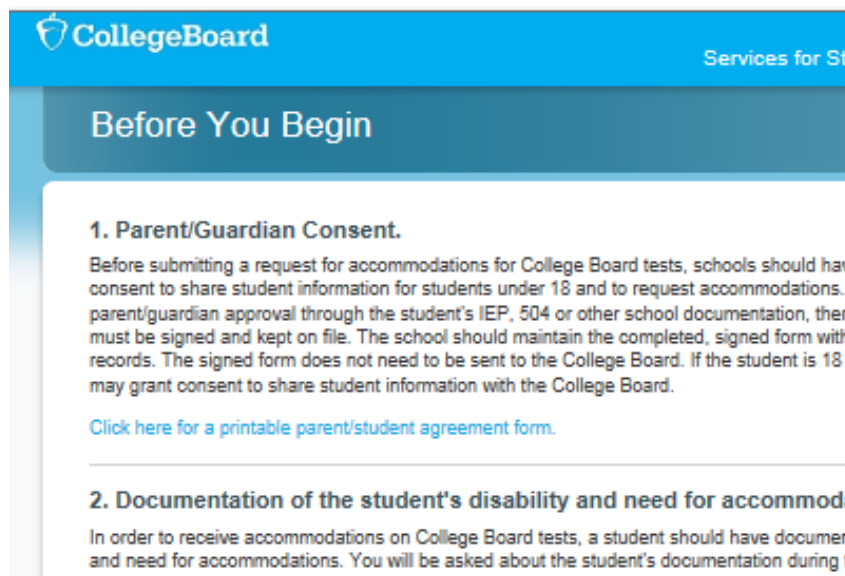
Narrow by: AI Code [ALL AI] All Statuses All Accommodations All Dates [Clear all](#) [Reload](#)

☐ Only show students with pending Applications * Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
AWAITING INFORMATION	, Tipenro (#0007025228) OPTIONS Requested: Writing Greater than +100%, Listening +100% (double time), Mathematical Calculations +100% (double time), Large Print Test Book Documentation: Received 5 Pages on 13 Sep 2016	13 Sep 2016		
IN-REVIEW	Fisher, Externalreavc (#0007025217) OPTIONS Requested: Preferential seating, Reading +50% (time and 1/2), Enlarged (Large Block) answer sheet (No bubbles/not scanned), Mathematical Calculations +100% (double time), 4-Function Calculator, Extra Breaks Between Test Sections Documentation: Received 2 Pages on 19 Oct 2016	19 Oct 2016	19 Oct 2016	
IN-REVIEW	Kompella, KThree (#0007025137) OPTIONS Requested: Reading +100% (double time), Writing +50% (time and 1/2), Small group setting, Preferential seating Documentation: Received 1 Pages on 05 Oct 2016	05 Oct 2016	05 Oct 2016	
IN-REVIEW	Speedrik, Sparklisk (#0007024529) OPTIONS Requested: Reading Greater than +100%, Writing +50% (time and 1/2), Speaking Greater than +100%, Mathematical Calculations +100% (double time)	04 Apr 2016	04 Apr 2016	

What is the Application Process?

1. Print a **parental consent** form and have the parent sign it
2. Go to **SSD Online** (CB Professional account required)
3. **Enter** basic student information



The screenshot shows the 'Before You Begin' page on the CollegeBoard SSD Online portal. The page has a blue header with the CollegeBoard logo and 'Services for Students with Disabilities'. Below the header, the title 'Before You Begin' is displayed in a large, bold font. The main content area contains two sections: '1. Parent/Guardian Consent.' and '2. Documentation of the student's disability and need for accommodations.' The first section includes a paragraph explaining the consent process and a link to a printable parent/student agreement form. The second section includes a paragraph explaining the documentation requirements.

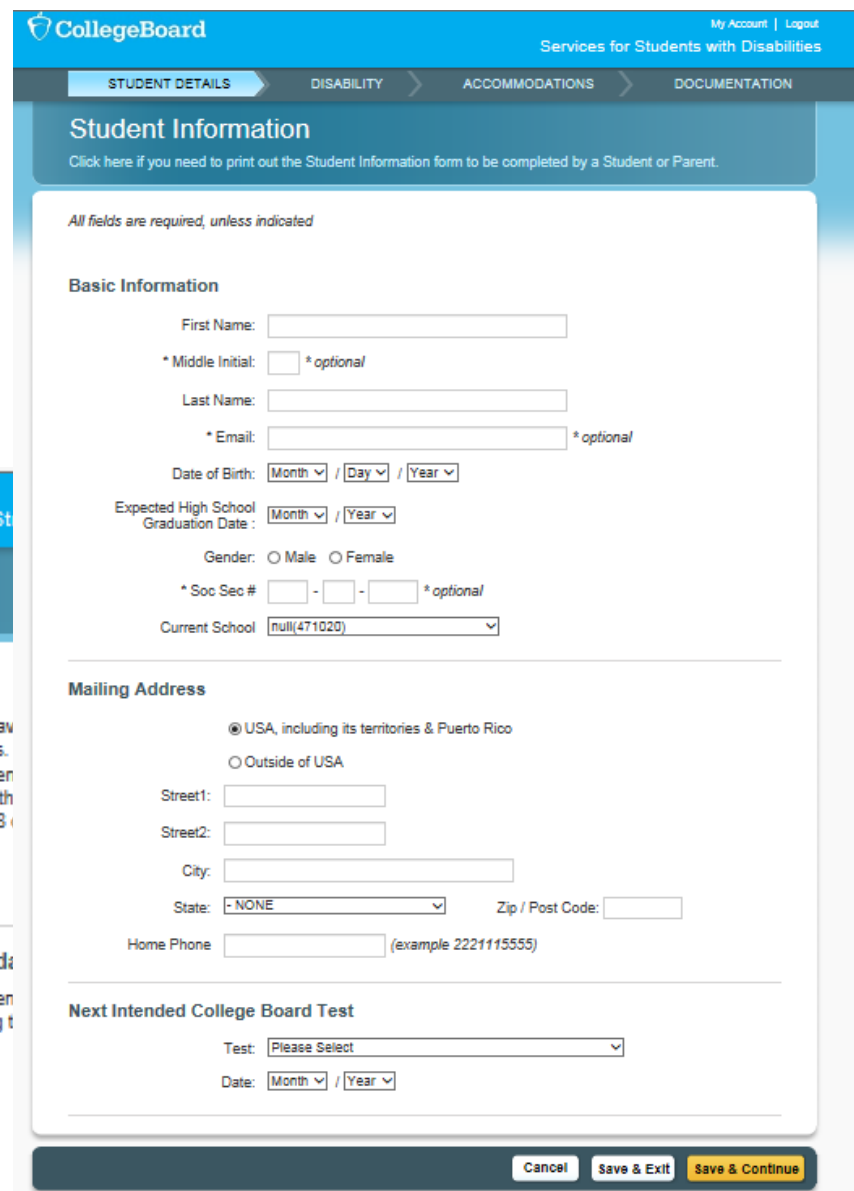
1. Parent/Guardian Consent.

Before submitting a request for accommodations for College Board tests, schools should have consent to share student information for students under 18 and to request accommodations. parent/guardian approval through the student's IEP, 504 or other school documentation, then must be signed and kept on file. The school should maintain the completed, signed form with records. The signed form does not need to be sent to the College Board. If the student is 18 or older, the student must provide written consent to share student information with the College Board.

[Click here for a printable parent/student agreement form.](#)

2. Documentation of the student's disability and need for accommodations.

In order to receive accommodations on College Board tests, a student should have documentation of a disability and need for accommodations. You will be asked about the student's documentation during the application process.



The screenshot shows the 'Student Information' form on the CollegeBoard SSD Online portal. The page has a blue header with the CollegeBoard logo and 'Services for Students with Disabilities'. Below the header, the title 'Student Information' is displayed in a large, bold font. The main content area contains a form with various fields for student information. The form is divided into sections: 'Basic Information' and 'Mailing Address'. The 'Basic Information' section includes fields for First Name, Middle Initial (optional), Last Name, Email (optional), Date of Birth (Month/Day/Year), Expected High School Graduation Date (Month/Year), Gender (Male/Female), Soc Sec # (optional), and Current School (dropdown menu). The 'Mailing Address' section includes radio buttons for 'USA, including its territories & Puerto Rico' (selected) and 'Outside of USA', followed by fields for Street1, Street2, City, State (dropdown menu), Zip / Post Code, and Home Phone (with an example number). Below the mailing address section is a section for 'Next Intended College Board Test' with a dropdown menu for 'Test' and a dropdown menu for 'Date' (Month/Year). At the bottom of the form are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'.

Student Information

Click here if you need to print out the Student Information form to be completed by a Student or Parent.

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

* Email: * optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: ☐ Male ☐ Female

* Soc Sec #: - - * optional

Current School:

Mailing Address

☒ USA, including its territories & Puerto Rico

☐ Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

Home Phone: (example 222115555)

Next Intended College Board Test

Test:

Date: /

What is the Application Process?

4. **Answer questions** about student's disability and confirm.

The screenshot shows the 'Confirm Selected Disabilities' page. At the top, there's a blue header with the CollegeBoard logo and navigation tabs: 'STUDENT DETAILS', 'DISABILITY' (highlighted), and 'ACCOMMODATIONS'. Below the header, a dark blue banner reads 'Confirm Selected Disabilities' with the instruction: 'You selected the following disabilities. Please confirm your selection and first occurred.' Below this is a table with two columns: 'Disability' and 'Time Period First Occurred'.

Disability	Time Period First Occurred
Attention-Deficit/Hyperactivity Disorder, Combined Type	<input checked="" type="radio"/> Within the past 12 months <input type="radio"/> Longer than 4 years
Generalized Anxiety Disorder	<input checked="" type="radio"/> Within the past 12 months <input type="radio"/> Longer than 4 years

Below the table is a button labeled 'Select Another Disability'.

At the bottom of the page, there is a footer with links: 'site map | contact us | about us | press | careers | link to us | compliance | terms of use |' and 'Copyright © 2013 collegeboard.com, Inc.'

The screenshot shows the 'Student Disability' page. At the top, there's a blue header with the CollegeBoard logo and navigation tabs: 'STUDENT DETAILS', 'DISABILITY' (highlighted), 'ACCOMMODATIONS', and 'DOCUMENTATION'. Below the header, a dark blue banner reads 'Student Disability' with the instruction: 'Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use "Other".' Below this are two tabs: 'By Category' (selected) and 'Alphabetical Listing'. A link 'Click to view Disability Documentation Guidelines' is also present.

Below the tabs, a yellow box displays 'Selected Disabilities: Attention-Deficit/Hyperactivity Disorder, Combined Type; Generalized Anxiety Disorder'. Below this are links 'Expand All Sections' and 'Collapse All Sections'.

The main content area lists various disability categories with expandable sections:

- ▶ Learning Disorder
- ▼ AD/HD (1 selected)
 - ☒ Attention-Deficit/Hyperactivity Disorder, Combined Type
 - ☐ Attention-Deficit/Hyperactivity Disorder, Predominantly Inattentive Type (ADD)
 - ☐ Attention-Deficit/Hyperactivity Disorder, Predominantly Impulsive/Hyperactive Type
- ▶ Hearing
- ▶ Autism Spectrum Disorders
- ▶ Visual
- ▶ Physical/Medical
- ▶ Communication Disorder/Speech and Language
- ▶ Intellectual Disability
- ▼ Psychiatric (1 selected)
 - ☒ Generalized Anxiety Disorder
 - ☐ Panic Disorder
 - ☐ Post-Traumatic Stress Disorder
 - ☐ Depression/Depressive Disorder
 - ☐ Bipolar Disorder

What is the Application Process?

5. (Continued) **Answer questions** about requested accommodations.

This screenshot shows the 'Select Accommodations' page on the CollegeBoard website. The page has a blue header with the CollegeBoard logo and navigation links for 'STUDENT DETAILS', 'DISABILITY', and 'ACCOMMODATIONS'. Below the header, there is a section titled 'Select Accommodations' with a sub-header 'Please indicate the accommodations that the student needs for College Board tests, rather than all the accommodations that the student uses in school if they are not needed for College Board tests.' A yellow box indicates 'Selected Accommodation: (none)'. Below this, there are expandable sections for 'Extended Time', 'Reading / Seeing Text', 'Recording Answers', 'Extra / Extended Breaks', 'Modified Setting', and 'Other'. A 'Cancel' button is at the bottom right.

This screenshot shows the 'Student Accommodations' page on the CollegeBoard website. The page has a blue header with the CollegeBoard logo and navigation links for 'Student Details', 'Disability', 'Accommodations', and 'Documentation'. Below the header, there is a section titled 'Student Accommodations' with a sub-header 'Please select only the accommodations that you are requesting on College Board tests, rather than all the accommodations that the student currently gets at the school.' A yellow box indicates 'Selected Accommodation: Reading Extra Time: +50%; Written Language Expression: +50%; Extra Breaks'. Below this, there are expandable sections for 'Extended Time (2 selected)' and 'Extra / Extended Breaks (1 selected)'. The 'Extended Time' section includes a table for selecting the amount of extended time requested for each test section.

Test Section	+50% (time & 1/2)	+100% (double time)	Greater than +100%
Reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Language Expression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening (Foreign language and music test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking (Foreign language test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What is the Application Process?

6. (Continued) **Answer questions** about the student's plan and documentation.

CollegeBoard

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Documentation

In order to be eligible for accommodations on College Board tests, a student must have a documented disability and need for accommodations. Documentation requirements may vary by specific disability and requested accommodations. In some cases, you will need to provide documentation to the College Board for review. Your answers to the following questions will be most helpful for this student, and whether the documentation needs to be provided.

Evaluation Testing Verification

Please indicate if your school records contain one or more of the following. Requests for verification of documentation will differ depending on the student's accommodations. In some cases, the tests/evaluations listed below may not be required, therefore not all tests/evaluations listed may be needed. See [Documentation Requirements](#) for more information.

1 Was a Psychiatric Evaluation conducted?

☐ Yes, a test was conducted

☒ No, a test has not been conducted (Documentation may be required)

2 Was a Psychiatric Update conducted within the last 12 months?

☐ Yes, a test was conducted

☒ No, a test has not been conducted (Documentation may be required)

CollegeBoard

My Account | Logout

Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

School Plan

Does the student currently have a formal education plan in place that was approved by the school, such as an IEP, 504 Plan, or other formal written plan?

☒ Yes, a current formal education plan is approved for the student.

Please indicate the type of program:

Please provide your best estimate of the date that the INITIAL (first ever) plan went into effect for the student, **EVEN IF AT ANOTHER SCHOOL**. (NOTE: Estimate the approximate date of the student's FIRST plan, NOT current plan. For example, if this is the student's triennial evaluation, the student has had the plan in place for approximately 3 years. If this is a new student at your school, but the student had an IEP or 504 plan at the previous school, use the date of the prior school's plan).

☐ I know the specific date: /

☐ I am not sure of the date, but it was within the last 4 school months - Documentation Required

☐ I don't know / remember the specific date, or it was more than 4 school months ago

☐ No, a current formal education plan is not currently approved for the student (Documentation required).

Cancel Save & Exit Save & Continue

What is the Application Process?

7. Many requests will be approved automatically through our school-verification system. Based on the information provided by the SSD Coordinator, the system will identify “No Documentation is Required”.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

In order for us to determine if the requested accommodations are appropriate, you will need to provide documentation of the student's disability and need for accommodations. Based on the student's disability and requested accommodations, the documentation listed below will best assist in determining whether the student is eligible for the requested accommodations. This is not an exclusive list. Please send any additional documentation that you believe will assist us in determining the student's need for accommodations.

Requested Documentation

No Documentation is Required

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION Name: John Doe Date of Birth: Jan 1, 1997 Expected High School Graduation Date: Jun, 2016 Gender: Male	MAILING ADDRESS 1425 Lower Ferry Rd Ewing, NJ 08618 , US Home Phone: (222)111-5555 Email:	SCHOOL INFORMATION High School Code: 311262 High School Name: ETS HIGH SCHOOL/MARGO MERIWETHER
SCHOOL ADDRESS Rosedale Road Princeton, NJ 08541, US		

Edit

Selected Disability

Disorder of Written Expression, Central Auditory Processing, Convergence Insufficiency

Edit

Selected Accommodation


Extra / Extended Breaks: Extra Breaks Between Test Sections

Edit

What is the Application Process?

8. In some cases, you may be prompted to provide **additional documentation**.

9. The system will request documentation and provide examples of the types of documentation that is helpful. The documentation suggested is based on the type of disability and accommodation being requested.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

DOCUMENTATION NEEDED. In order for us to determine if the requested accommodations are appropriate, you will need to fax, mail or upload documentation of the student's need for accommodations. Documentation should demonstrate the student's disability, impact of the disability on College Board tests, and need for the specific accommodations that are requested. Based on the student's disability and requested accommodations, the documentation listed below is recommended. We recognize that you may have other forms of documentation that may also be helpful. If you do not have the documentation that is suggested, or if you have other documentation that you believe will assist us in determining the student's need for accommodations, other types of documentation may be substituted or added. Please see collegeboard.org/ssd for additional information regarding documentation.

Recommended Documentation (Please read above, not all examples noted are required.)

1

Cognitive Ability

(Commonly used tests that measure cognitive abilities)

Cognitive ability tests should be comprehensive, individually administered, standardized and norm-referenced assessments of general intellectual ability as well as specific cognitive domains or processes. They measure abilities such as abstract reasoning, visual processing, general knowledge, memory and attention, information processing, and processing speed. Abbreviated or brief measures (i.e., WIAT, KBIT-2, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate cognitive ability. Please provide scaled and/or standard scores for each administered subtest, composite/cluster scores, and an overall measure of general intellectual ability.

Why is this recommended?

2

Academic Achievement

(Commonly used tests that measure academic achievement)

Achievement tests should be individually administered, nationally-normed, comprehensive assessments of academic achievement. They measure academic functioning in areas such as reading, math and written expression. Abbreviated academic measures (i.e., VURAT-4, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate a disability. Please provide standard scores for all academic subtests, as well as the written report. Age or grade equivalents, ranges, percentiles or RPI scores are not sufficient.

Why is this recommended?

3

Psychiatric Evaluation

For psychiatric disabilities, documentation should show that a comprehensive assessment was conducted to arrive at the diagnosis and to determine the need for the requested accommodation(s). Documentation should include a history, the nature and severity of symptoms, summary of assessment procedures and evaluation instruments used to make the diagnosis, a narrative summary of the evaluation results, treatment and medication (past and current) as well as a rationale for each accommodation recommended by the evaluator. A qualitative description of how your disability impacts your academic functioning, specifically its functional impact on your ability to take College Board tests, should be included. In most cases, a medical note is not sufficient and cannot serve as a substitute for the comprehensive testing.

Why is this recommended?

4

Psychiatric Update within one year

For psychiatric disabilities, an annual evaluation update should be done within 12 months of the request for accommodations, describing the current manifestation of your disability and the effect that it has on your academic functioning and ability to participate in standardized tests.

Why is this recommended?

5

Teacher Observations

Teacher observations regarding the impact of the student's disability in school and the student's use of accommodations for school-based tests (Teacher survey form may be used)

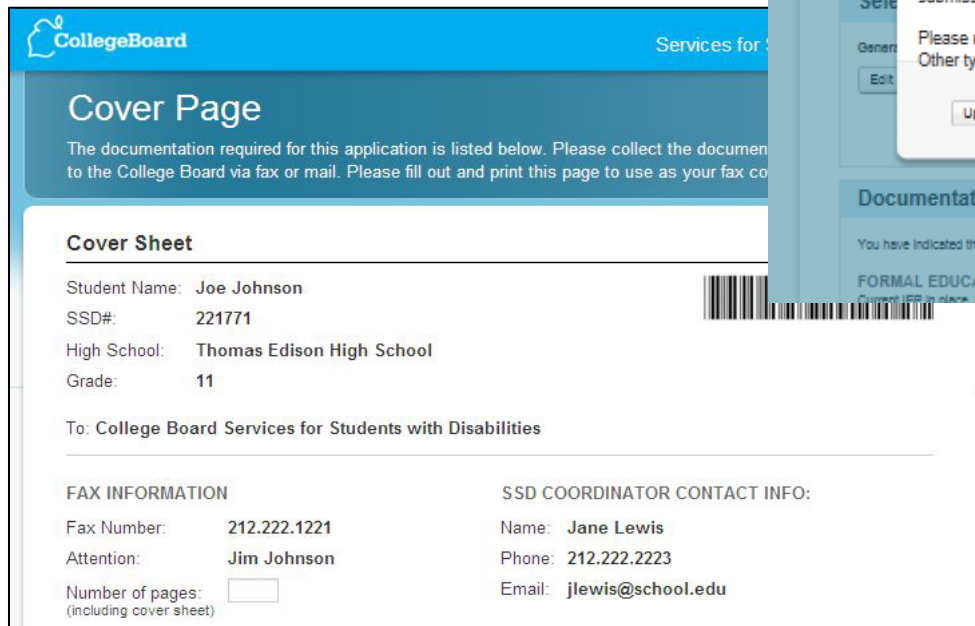
Why is this recommended?

Print Documentation Checklist

What is the Application Process?

11. **Submit** documentation
(upload to SSD Online,
fax, or mail) when required

12. Receive e-mail **notification**
that decision has been made;
log in to view decision letter



The image shows a screenshot of the CollegeBoard Services for Students with Disabilities application interface. It includes a 'Cover Page' with instructions and a 'Cover Sheet' with student information and contact details.

CollegeBoard Services for Students with Disabilities

Cover Page

The documentation required for this application is listed below. Please collect the documents and submit them to the College Board via fax or mail. Please fill out and print this page to use as your fax cover sheet.

Cover Sheet

Student Name: **Joe Johnson**
SSD#: **221771**
High School: **Thomas Edison High School**
Grade: **11**

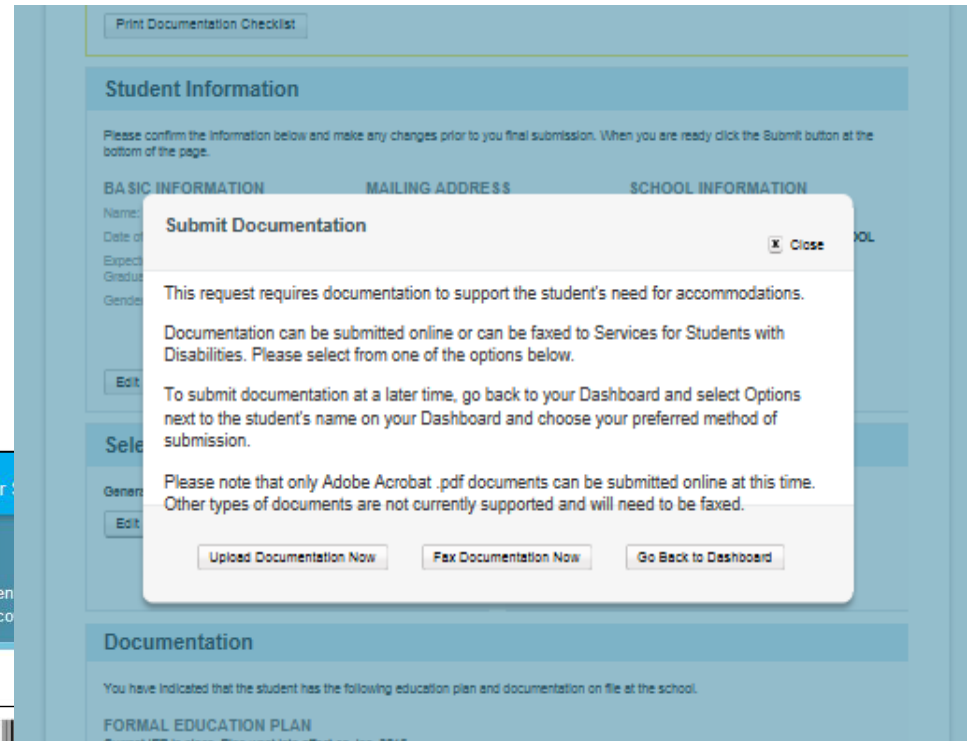
To: College Board Services for Students with Disabilities

FAX INFORMATION

Fax Number: **212.222.1221**
Attention: **Jim Johnson**
Number of pages:
(including cover sheet)

SSD COORDINATOR CONTACT INFO:

Name: **Jane Lewis**
Phone: **212.222.2223**
Email: **jlewis@school.edu**



The image shows a screenshot of the SSD Online application interface with a 'Submit Documentation' modal open. The modal provides instructions on how to submit documentation and offers buttons for 'Upload Documentation Now', 'Fax Documentation Now', and 'Go Back to Dashboard'.

Print Documentation Checklist

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION **MAILING ADDRESS** **SCHOOL INFORMATION**

Name:
Date of Birth:
Expected Graduation Year:
Gender:

Submit Documentation

This request requires documentation to support the student's need for accommodations.

Documentation can be submitted online or can be faxed to Services for Students with Disabilities. Please select from one of the options below.

To submit documentation at a later time, go back to your Dashboard and select Options next to the student's name on your Dashboard and choose your preferred method of submission.

Please note that only Adobe Acrobat .pdf documents can be submitted online at this time. Other types of documents are not currently supported and will need to be faxed.

Documentation

You have indicated that the student has the following education plan and documentation on file at the school.

FORMAL EDUCATION PLAN

Current IEP in place. Plan went into effect on Jan. 2016.

Accommodations – Changes to Previously Submitted Requests


- + Reopen the request
 - + From the Dashboard, locate the student
 - + Select “options;”
 - + Click “Change Request;”

Status	Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015

View Decision Letter
Create change Request
Resubmit Request

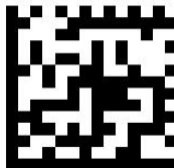
Accommodations – Changes to Previously Submitted Requests

- + Print, complete, and fax in the change request form to College Board's secure electronic document system.
- + The status of the request will change to Document Review and once approved, the SSD Online Dashboard will reflect the approval status.


Insert this end into fax machine
Please ensure all attached pages are facing in the same direction

Cover Sheet
Use this page as your submission cover sheet.
PLEASE DO NOT ATTACH AN ADDITIONAL COVER SHEET TO THIS DOCUMENT WHEN FAXING.

Student Name: **Emily Breen**
SSD#: **0007546816**
High School: **ETS HIGH SCHOOL/MARGO MERIWETHER**
Grade: **11th Grade**

R0007546816


To: College Board Services for Students with Disabilities

FAX INFORMATION
Fax Number: **(866) 360-0114**
Attention: **College Board Services for Students with Disabilities**
Number of pages:
(including cover sheet)

SSD COORDINATOR CONTACT INFO:
Name: **Mithun Roy**
Phone:
Email: **mithun.roy026@gmail.com**
Fax:

SELECT REQUEST OPTION(S):
☐ Resubmission of Previously Denied Request
☐ Request to Add or Remove Accommodations from Approved Request

COMPLETE THIS SECTION FOR RESUBMISSION OF PREVIOUSLY DENIED REQUEST
Please check any previously denied accommodations that you wish to have re-reviewed:

EXTRA / EXTENDED BREAKS
☐ Permission to Test Blood Sugar

Documentation Guidelines

- + Documentation recommendations **vary** depending on the disability and the accommodation requested.
- + Documentation should provide **evidence** of the following:
 - The disability
 - The degree to which the student's activities are affected (functional limitation)
 - The need for the specific accommodation requested
- + Documentation that includes the following is **most helpful** in the review process:
 - State the specific disability as diagnosed
 - Be current (varies based on disability/documentation)
 - Provide relevant educational, developmental and medical history
 - Describe the comprehensive testing techniques
 - Describe the functional limitations
 - Describe the specific accommodations
 - Establish the professional credentials of the evaluator
- + Send documentation that was used to make the determination even if out of date with any current information about the student. Please note that schools are not required to have students retested to support any documentation request.

Documentation of Disabilities

+ Documentation for **Learning Disabilities/ADHD**

- Most helpful:
 - Scores from **nationally-normed, individually administered** testing and report from psycho-educational evaluation should be included.
 - Include the student's standard or scaled scores (Age/grade equivalents and/or percentiles are not sufficient), as well as full report.
 - WRAT, Nelson-Denny, WASI and/or KBIT alone are not sufficient, without other documentation
 - College Board does not require a specific test

Documentation of Disabilities

+ Documentation for **Physical/Medical Disabilities**

- A summary of assessment procedures and evaluation instruments used to make the diagnosis
- A narrative summary of the evaluation results, and
- A rationale for each accommodation recommended by the evaluator.
- Temporary medical conditions are not disabilities and have a separate process. See [website](#) for details.

+ Documentation for **Visual Disabilities**

- Include the student's visual measurements and results from the most recent eye examination
- If the diagnosis is based on a visual motor dysfunction, phorias, fusional ranges, depth perception and visual accommodation measurements should be included. Justification for the request of any or all accommodations should be provided.

+ Documentation of **Psychiatric Disorders**

- Provide qualitative information regarding disability and its impact on student's ability to take College Board tests.
- Include frequency, duration and intensity of symptoms

Documentation of Accommodations

- + Extended time
 - Documentation that *time* is an issue
 - Keep in mind: No self-pacing – consider other accommodations

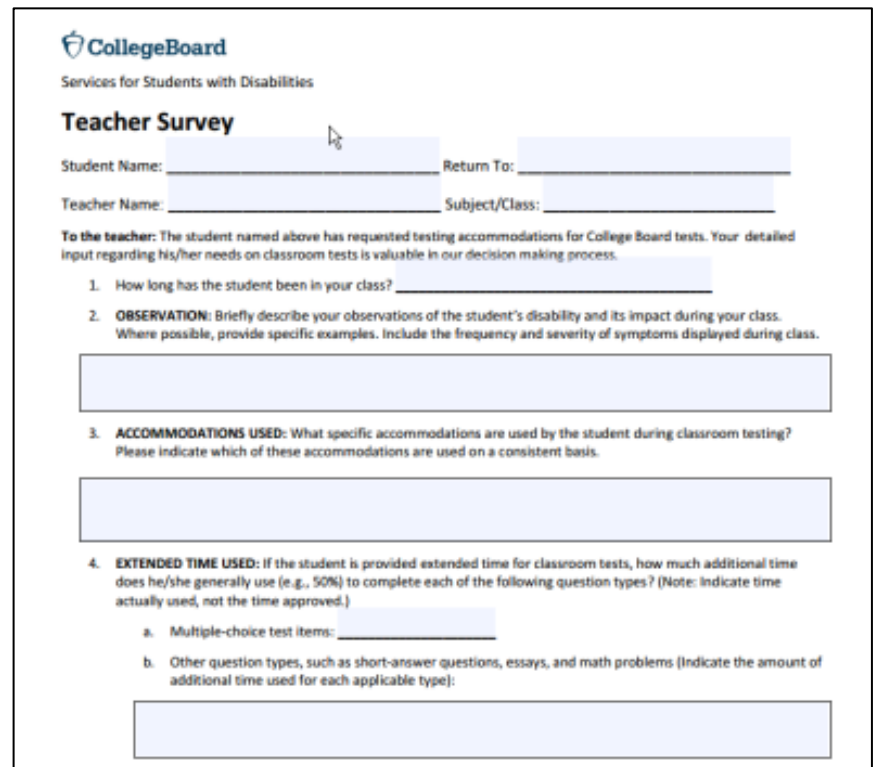
- + Computer
 - Documentation of an impact on written expression skills
 - Where an applicant requests a computer because of dysgraphia, the student should include documentation of a fine motor problem and an academic test of written language
 - Keep in mind: Computer is generally available for essays only; all special equipment must be requested

- + Four-function calculator (for non-calculator sections)
 - Documentation on an impact on math calculation
 - For non-calculator sections, only basic, four-function calculator would be approved (no scientific or graphing calculator)

What if documentation is not available?

The College Board documentation guidelines are recommendations for the documentation we find most helpful, however we understand that the requested documentation may not be available. In those cases, alternate documentation such as the following can be provided:

- + Detailed description of the process used to determine that accommodations are needed, including all assessment tools used by the school to determine the nature and scope of disability
- + Supporting documentation that demonstrates the student's disability, describes its impact on the student's activities, and supports the need for the requested accommodation
- + Outdated psychoeducational evaluations and test scores, if available, along with information about student's current abilities
- + Other information such as teacher surveys, detailed performance reports, writing samples, etc.



The image shows a screenshot of the College Board 'Teacher Survey' form. At the top, the College Board logo is followed by the text 'Services for Students with Disabilities'. The title 'Teacher Survey' is prominently displayed. Below the title, there are fields for 'Student Name', 'Return To', 'Teacher Name', and 'Subject/Class'. A paragraph of instructions follows, stating that the teacher's input is valuable for decision-making. The survey consists of four numbered questions, each with a corresponding text box for the answer:

1. How long has the student been in your class?
2. **OBSERVATION:** Briefly describe your observations of the student's disability and its impact during your class. Where possible, provide specific examples. Include the frequency and severity of symptoms displayed during class.
3. **ACCOMMODATIONS USED:** What specific accommodations are used by the student during classroom testing? Please indicate which of these accommodations are used on a consistent basis.
4. **EXTENDED TIME USED:** If the student is provided extended time for classroom tests, how much additional time does he/she generally use (e.g., 50%) to complete each of the following question types? (Note: Indicate time actually used, not the time approved.)
 - a. Multiple-choice test items:
 - b. Other question types, such as short-answer questions, essays, and math problems (Indicate the amount of additional time used for each applicable type):

Common Reasons why Applications are not Approved

- + Insufficient documentation
- + Documentation not current
- + Requesting inappropriate accommodations (e.g., time v. breaks)
- + No diagnosed disability
- + No functional impact
- + Accommodation interferes with test validity

***Any application can be resubmitted with additional documentation for consideration even if after the deadline.
College Board will review submissions to work on approvals for the make-up test day.***

Special Cases

+ Changes in accommodations

- If a student's accommodation needs to be changed, the SSD Coordinator can use SSD Online to request the change.

+ Students who transfer

- If a student had previously been approved for accommodations by the College Board while at his or her old school, the SSD Coordinator can use SSD Online to move the student to his or her dashboard. There is no need to reapply for accommodations unless there is a change in need. We encourage communications between schools/districts to confirm status.

State Allowed Accommodations


State-Allowed Accommodations (SAA*)

- + State-Allowed Accommodations are ONLY intended for **students who would not be eligible for SSD accommodations** (e.g., English Language Learners - students who do not have a disability but need accommodations because they are still learning English).
 - Examples of supported state-allowed accommodations include Use of a Word for Word Glossary, and support for use of American Sign Language (ASL) when responding.
- + State-Allowed Accommodations must be requested each time a student is registered to test.
- + State-Allowed Accommodation requests are **automatically confirmed** based on the parameters agreed to by the state/district.
- + Students who test with State-Allowed Accommodations will NOT receive college reportable scores.
- + State-Allowed Accommodations can be requested starting 30 days before the test date, but no later than 11 days before the test date.

*Often referred to as Maine Purposes Only or “MPO”

Accommodation Request – State-Allowed

- + The State-Allowed Dashboard is clearly marked to remind users these scores are not college reportable.

My Account | Logout
Services for Students with Disabilities

SAA DashboardHelpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Terms and Conditions

The use of State-Allowed Accommodations will result in scores that are not college reportable and are not eligible for scholarship submissions. They are available only to serve a few students who are receiving accommodations that do not qualify under the college reportable guidelines. Please use **ONLY** if a student requires accommodations or supports that are not available for college reportable scores. For more information, go to the College Board services for [Students with Disabilities website](#).

I understand that students using State-Accommodations will receive scores that are not college reportable.

☐ **Check to confirm the terms and conditions above**

IMPORTANT NOTES

- State -Allowed Accommodations are available **ONLY** for the specific administration for which they are requested and confirmed. If a student requires accommodations for future test administrations, they will need to request accommodations through the College Board accommodations request process.
- Before submitting a request for state-allowed accommodations, schools should have parent/guardian consent to share student information with the College Board for students under 18 and to request state allowed accommodations. If the student is 18 or over, the student may grant consent to share student information with the College Board. If you do not have parent/guardian approval through the student's IEP, 504, EL or other school documentation, we provide this [Consent Form for State-Allowed Accommodations](#). The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board.
- Schools should confirm that students/parents understand that students using State-Accommodations will receive scores that will not be eligible for college admissions or scholarship opportunities.

CancelContinue

Accommodation Request – State-Allowed

- + Enter basic student information including name, home address, date of birth, and graduation date.

CollegeBoard


My Account | Logout

Services for Students with Disabilities


SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Student Information

 **Important**

Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

 **Notice**

Your state/district has arranged SAA's for the following College Board tests:

- PSAT NMSQT - Oct 15, 2016 - Grade (10)
- PSAT NMSQT - Oct 15, 2016 - Grade (9, 8)
- PSAT 8/9 - Sep 26, 2016 - Grade (9)
- PSAT NMSQT - Oct 15, 2016 - Grade (11, 10, 9)

Please complete the fields below, using the student information as it appears in the student's school records. All fields are required unless indicated.

Basic Information

First Name:

* Middle Initial:

* optional

Last Name:

* Email:

* optional

Date of Birth:

Month

/

Day

/

Year

Expected High School Graduation Date:

Month

/

Year

Gender:

☐ Male

☐ Female

* Soc Sec #

-

-

* optional

Current School

WHEATLAND UNION HIGH SCHOOL(053750)

Test Admin

PSAT 8/9 - Sep 26, 2016 - Grade (9)

Mailing Address

☒ USA, including its territories & Puerto Rico

☐ Outside of USA

Street1:

Street2:

City:

State:

NONE

Zip / Post Code:

Cancel

Save & Exit

Save & Continue

Accommodation Request – State-Allowed

- + Select the accommodation being requested. The list of accommodations will be specific to those approved by the state.
- + If a student has been approved for a College Board Accommodation, it will also be displayed here.

The screenshot displays the CollegeBoard SAA Dashboard. At the top, the CollegeBoard logo is on the left, and 'My Account | Logout' and 'Services for Students with Disabilities' are on the right. Below this is a dark blue header with 'SAA Dashboard' and 'Helpful Links: | Consent Form | FAQ'. The main content area is titled 'State-Allowed Accommodations > Select Accommodations'. A yellow warning box with a red triangle icon and the word 'Important' in red text states: 'Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.' Below this, a prompt asks to 'Choose the State-Allowed Accommodations needed by Taylor Swift for the PSAT 8/9 Sep 26, 2016 test.' A note indicates that Taylor has also requested or been approved for 'Under College Board Review: Extended Breaks'. A section titled 'State-Allowed Accommodations' with a dropdown arrow contains a list of checkboxes: 'State-Allowed: Extended Time - 50%', 'State-Allowed: Extra and/or Extended Breaks', 'State-Allowed: Extended Time - 100% or more', 'State-Allowed: Record Answers in Test Book', 'State-Allowed: Late Start', and 'State-Allowed: School Location Other Than Classroom'. At the bottom, there are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'.

CollegeBoard

My Account | Logout
Services for Students with Disabilities

SAA Dashboard
Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Select Accommodations

Important Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Choose the State-Allowed Accommodations needed by Taylor Swift for the PSAT 8/9 Sep 26, 2016 test.

Note: Our records show that Taylor has also requested or been approved to use the following College Board accommodations:
Under College Board Review: Extended Breaks

▼ State-Allowed Accommodations

- ☐ State-Allowed: Extended Time - 50%
- ☐ State-Allowed: Extra and/or Extended Breaks
- ☐ State-Allowed: Extended Time - 100% or more
- ☐ State-Allowed: Record Answers in Test Book
- ☐ State-Allowed: Late Start
- ☐ State-Allowed: School Location Other Than Classroom

Cancel Save & Exit Save & Continue

Accommodation Request – State-Allowed

- + Review and submit request.

CollegeBoard

My Account | Logout
Services for Students with Disabilities

SAA Dashboard

Helpful Links: | [Consent Form](#) | [FAQ](#)

State-Allowed Accommodations > Review and Submit

 **Important**

Please remember that the use of State-Allowed Accommodations will result in test scores that are not eligible to be reported to colleges, universities or scholarship organizations.

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION		MAILING ADDRESS	SCHOOL INFORMATION
Name:	Taylor Swift	123 Main Street	High School Code: 063760
Date of Birth:	Jan 2, 2002	Wheatland, CA 95692, U.S.	High School Name: WHEATLAND UNION HIGH SCHOOL
Expected High School Graduation Date:	Jun, 2020	Home Phone: (708)818-1122	
Gender:	Female	Email: tswift@yahoo.com	SCHOOL ADDRESS
			1010 Wheatland Road Wheatland, CA 95692, U.S.

Edit

State-Allowed Accommodations

State-Allowed: Late Start

Edit

College Board Accommodations

Under College Board Review/Extended Breaks

Consent Form

Parental/guardian consent to share student information with College Board, and to request accommodations that will result in scores that are not reportable to colleges and scholarship organizations, should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record. If you need a separate consent form for your records, we provide this [Consent Form for State-Allowed Accommodations](#).

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Language classification or other consent form?

☐ Yes, I have consent on file or through a valid IEP, 504, or English Language Learner classification

☐ No

If you need a separate consent form for your records, print the [Consent Form for State-Allowed Accommodations](#). Click the **Save & Exit** button, below, to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the State-Allowed Accommodations dashboard, and select "Edit Request" next to the student's name, to submit the request.

Confirming Information

I verify that the information provided in my responses above is true and accurate. I also acknowledge that I am aware that because State-Allowed Accommodations are not reviewed or approved by the College Board's Services for Students with Disabilities, the student's scores for the PSAT 8/9 Sep 26, 2016 test administration are not college reportable or eligible for reporting to scholarship organizations.

☐ Check to confirm acceptance of this statement

Save & Exit

Submit

site map | contact us | about us | press | careers | link to us | compliance | terms of use | privacy policy

© 2013 The College Board

 TRUSTe
CERTIFIED PRIVACY

Planning for Test Day

Key Dates

Activity	Audience	
Accommodations Request Deadline	SSD Coordinator	2/15/17
Test Day Supervisor Training	Test Center Supervisor SSD Coordinator Test Day Staff	2/9/17-3/22/17
Secure Materials Arrive at Schools	Test Center Supervisor SSD Coordinator	3/29/17-3/31/17
Administration Date	Test Center Supervisor SSD Coordinator	4/5/17
Deadline to Submit Makeup Material Request	Test Center Supervisor	4/7/17
Accommodated Testing Window	SSD Coordinator	4/5/17-4/18/17
Makeup Administration	Test Center Supervisor	4/25/17
Final date to ship answer sheets for scoring	Test Center Supervisor SSD Coordinator	4/28/17

SAT Planning for Test Day

- + The pre-administration time includes important directions and completing information on the answer sheet. This must be completed on test day for SAT.
- + The pre-administration time is not for completing the SDQ.

SAT	SAT (in minutes)	SAT with Essay (in minutes)
Pre-admin Time	30	30
Reading	65	65
Break	10	10
Writing and Language	35	35
Math (no calculator)	25	25
Break	5	5
Math (with calculator)	55	55
Break	2	2
Book collection/ Essay distribution	15	15
Essay (student optional)	N/A	50
Total (hours, minutes)	4h, 02m	4h, 52m

Accommodated Testing Window

- + Students who are testing with certain accommodations, identified on the Non-standard Administration Report (NAR) can test in the two-week accommodations window.
- + Accommodated Testing Window: **4/5/17 to 4/18/17**
 - Students testing with accommodations that require two days of testing should test on consecutive days.
 - If a student is absent for the second day, they can resume testing on the day of their return.
 - All testing must be complete by the last day in the window.
- + There is not an additional makeup testing date for students on the NAR.

Testing Rooms

Room Type	Standard Testing Room(s)		Non-Standard Room(s)		State-Allowed Room(s)
Room Label	Standard	Standard Roster	Non-Standard Roster	Non-Standard NAR**	State-Allowed
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by ISBE that do not result in a college reportable score
Examples (NOT EXHAUSTIVE)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • 14 pt Large print • Wheelchair accessibility • Large-block answer sheet • Magnifier 	<ul style="list-style-type: none"> • Extended breaks • Extra breaks • 50% Extended time no essay (all sections) 	<ul style="list-style-type: none"> • 20 pt Large print • MP3 Audio • Braille • 50% Extended time w/essay (all sections) • 100% Extended time • Breaks as needed 	<ul style="list-style-type: none"> • ASL interpreter • Use of Word for Word Glossary • EL Math Only
Where to find students who qualify	Pre-ID Students	Eligibility Roster in SSD Portal	Eligibility Roster in SSD Portal	NAR Roster in SSD Portal	NAR Roster in SSD Portal
Person Responsible	Test Center Supervisor	Test Center Supervisor	Test Center Supervisor	SSD Coordinator	SSD Coordinator
Test Date(s)	April 5, 2017	April 5, 2017	April 5, 2017	April 5, 2017	April 5, 2017
Make-Up Test Date(s)	April 25, 2017	April 25, 2017	April 25, 2017	Anytime in window April 5 – April 18, 2017	Anytime in window April 5 – April 18, 2017
Color Test Books	Purple	Purple	Pink	Blue	Lime

**NAR = Nonstandard Administration Report

Preparing Rooms and Staffing

- + The SSD Coordinator will be using the Non-Standard Accommodations Roster (NAR), accessible via SSD Online, to refine rooms and staffing.
- + If more than a single room is required for testing, the SSD Coordinator will need to identify Associate Supervisors to assist with testing.
- + Size of cohort testing and size of rooms used for testing determine number of rooms needed

Planning for Staffing Needs

- + All test day staff must be district employees.
- + Each school should plan for one Test Center Supervisor and one SSD Coordinator.
- + There should be a minimum of one Associate Supervisor (test administrator) for every 34 students.
- + For rooms with more than 34 students, assign additional proctors to help.
- + At least one Hall Proctor is needed, but more could be needed depending on the number of testing rooms in use.

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

Training for SSD Coordinator and Staff

- + SSD Coordinators are required to read all Supervisor manuals in advance of test day.
- + Test Center Supervisors will receive a link to the Online Test Day Training. They will need to share the link with the SSD Coordinator.
- + The SSD Coordinator is responsible for training other testing staff that will support accommodated testing.
- + The SSD Coordinator should have the printed manuals with them on test day for quick and easy reference.

Test Materials Delivery

- + Non-Standard test materials for students on the NAR will be addressed to the SSD Coordinator.
 - All materials must be kept secure in a safe or locked office prior to test day.
 - If materials are missing or damaged school will contact the Maine School Day support line at 1-855-373-6387

Practice with Khan Academy

- + Khan Academy is designed to engage students in 30 minutes of productive practice on a daily basis.
 - All questions in the Khan platform meet SAT test specifications.
- + Students may link their College Board account to Khan Academy to share their PSAT 10 scores for personalized practice.
- + Practice is focused on priority areas.
 - Khan question format and design mirrors the design/format of the online SAT.
 - Each question will provide answer explanations, step-by-step solution, and hints.
 - Coming soon, students will be able to write an essay, have it scored in Khan Academy and receive feedback about their essay.

Practice Resources for Accommodated Testers

- + Practice tests for assistive technology can be found at:
<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology>
- + Practice tests for MP3 audio can be found at:
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
- + Practice tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or ssd@info.collegeboard.org.

Next Steps

- + Begin requesting accommodations.
- + Prioritize requests based on the following:
 - Identify any students who have previously been approved for a College Board accommodation, for example those who took PSAT/NMSQT or AP. There is no need to reapply for accommodations for these students unless their needs have changed. They will receive the same accommodations as previously approved.
 - Submit applications for any students with an IEP who have been receiving accommodations for more than 4 months.
 - Submit applications for any students with an IEP who have been receiving accommodations for less than 4 months.
 - Submit accommodation requests for students who have 504 plans.
 - Submit any state allowed accommodation requests.

Accommodations Questions or Concerns

By Phone: 1-855-373-6387
(choose Services for Students with Disabilities option)

By Email: ssd@info.collegeboard.org

Maine SAT School Day College Board contacts:

Pat Doyle, pdoyle@collegeboard.org

John Fallon, jfallon@collegeboard.org

ME DOE Assessment Coordinator:

Nancy Godfrey, Nancy.Godfrey@maine.gov

Questions

